

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

DCSS ACCOUNTING OFFICE P.O. Box 419064 RANCHO CORDOVA, CA 95741-9064	
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Employee Name	STURLA, J
Expense Dates	01/24/10-01/27/10
Total Expense Amount	1011.20
Amount Due Employee	1011.20
Form ID	TEA000583800

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	01/24	O/S Lodging	250.40	
2)	01/24	O/S Incidentals	6.00	NONE
3)	01/24	O/S Parking, Auto	9.00	
4)	01/24	O/S Taxi Fare	18.00	
5)	01/24	O/S Business Expense - Other	18.00	
6)	01/25	O/S Lodging	250.40	
7)	01/25	O/S Incidentals	6.00	NONE
8)	01/25	O/S Parking, Auto	9.00	
9)	01/26	O/S Lodging	250.40	
10)	01/26	O/S Incidentals	6.00	NONE
11)	01/26	O/S Parking, Auto	9.00	
12)	01/27	O/S Parking, Auto	9.00	
13)	01/27	O/S Taxi Fare	16.00	
14)	01/27	O/S Business Expense - Other	18.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

**Travel & Expense Account
Transmittal Sheet**

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review.	
2)	94:115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review.	

Travel & Expense Account Summary

Employee Name J STURLA
Expense Dates 01/24/10-01/27/10
Report Name January 2010 OST

Request Total \$ 1011.20
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 1011.20

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-State Sponsored Conference/Convention	NCSEA	1011.20

NOTE: (d)=Direct Charge

DATE	Sun Jan 24	Mon Jan 25	Tue Jan 26	Wed Jan 27						TOTAL
O/S Breakfast	6.00	6.00	6.00	6.00						24.00
O/S Lodging	250.40	250.40	250.40							751.20
O/S Lunch	10.00	10.00	10.00	10.00						40.00
O/S Dinner	18.00	18.00	18.00	18.00						72.00
O/S Incidentals	6.00	6.00	6.00							18.00
O/S Parking, Auto	9.00	9.00	9.00	9.00						36.00
O/S Taxi Fare	18.00			16.00						34.00
O/S Business Expense - Other	18.00			18.00						36.00
TOTALS \$	335.40	299.40	299.40	77.00						1011.20